

Central Intelligence Agency



Washington, D.C. 20505

16 September 1986

Ms. Jean Barber
Deputy Associate Director
Retirement & Insurance Group
Office of Personnel Management
Room 4A10 "E"
1900 E Street, N.W.
Washington, D.C. 20415

Dear Ms. Barber,

Attached is our proposed agenda for our meeting with you on implementation of internal administration of our retirement programs for Agency employees beginning 1 January 1987. Please let me know when you are available or if you have any questions on specific items prior to our meeting. Thanks for your help.

Sincerely,



Deputy Director of Personnel
Employee Benefits and Services

Enclosure

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Agenda for Meeting with OPM

- I. Transfer of Records on Current Employees of the Central Intelligence Agency
- II. Processing of Records for Transfers In and Out of this Agency
- III. How We Handle Resignees with Prior Federal Service
- IV. How We Handle Resignees with No Prior Federal Service
- V. How Do We Handle CSRS Contributions for Agency Employees who Qualify for CIARDS - With and Without Prior Federal Service
- VI. Life and Health Payments and Death Claims on Retirees
- VII. Nature of Third Party Inquiries Received by OPM
- VIII. Tax Documentation for Retirees
- IX. Publication of Implementing Regulations.

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Issues to be Discussed with OPM

I. Records on Current Agency Employees

The Office of Personnel plans on retrieving records of current employees on an annual basis as they become eligible for retirement. The Office of Personnel will produce a computer run of all eligible employees approximately 6-12 months prior to their earliest eligibility date and at that time retrieve their records from OPM and/or NPRC.

Besides the hard copy records, what other types of documentation exists, i.e. computer lists, card files, magnetic tapes, etc.? Who has access to these records and how is access controlled? This Agency will require OPM's assistance in establishing formal liaison with NPRC's management.

The Agency would plan on reviewing records presently held in "lock-up". Many records would be brought back to the Agency, others possibly require archiving in accordance with OPM records standards.

II. Transfer In and Out

A. Employees who transfer from other Federal Agencies will be required to resign from their former Agency, the files will be retrieved immediately from OPM and adjustments made in leave, etc. What are OPM's recording keeping needs on these employees?

B. For Agency employees, who we can identify, that transfer to another Federal Agency, we will send an abstract of their CIA service to the gaining agency, and the pay card to OPM. The personnel file will remain within CIA so as to protect sensitive data regarding their Agency employment. This is similar to the current procedure for CIARDS employees. What happens to the Abstract and Pay Card that we provide to OPM for employees who are transferring?

C. In the case of military retirees who are subsequently overtly employed by CIA, OP can continue to notify the Military Finance Center (MFC) of their employment so that the appropriate reduction to the employee's military annuity will be made. [REDACTED]

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III. Resignees with Prior Federal Service

A. For resignees who wish a lump sum refund, the Agency will retrieve their records from OPM and NPRC immediately, and process refunds of lump sum contributions. What happens to the records trail in this situation?

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Alternative - Those employees with less than three years would be processed by OPM.

B. Discuss with OPM the mechanism this Agency will use to draw checks against the CSRS Account for lump-sum payments.

C. Records on resignees who do not elect a refund will be held by this Agency. The resignee will be given contact instructions to be used when they are eligible for an annuity, want to apply for a refund or go to another Federal Agency at a later date. (See IVV on third party inquiries.)

IV. Resignees With no Prior Federal Service

Since these employees would have no records at OPM or NPRC, refund would be for Agency Service only. The Agency would process refunds of lump sum contributions.

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Alternative - Those employees in this category with less than three years would be processed by OPM.

V. How will we handle CSRS contributions for Agency employees who qualify for CIARDS - those with and without prior Federal Service?

A. Would OPM consider an arrangement whereby the employee's contributions to the CSRS fund would be withdrawn without the Agency producing the employee's name

VI. Life and Health Payments and Death Claims on Retirees

A. The Agency intends to replicate the procedures for CSRS and FERS retirees, now used for CIARDS for making premium payments to OPM for FEGLI and Health Insurance Carriers.

Alternative - Withdraw from FEHBP

B. The Agency seeks OPM's authority to continue the above on survivor benefits and the authority to certify FEGLI death claims on all types of employees.

C. Who within OPM has access to the block of CSA numbers assigned to this Agency? Can they be assigned on a random basis? How critical is the CSA number in post retirement matters? Would the absence tend to identify individuals as Agency employees.

D. Discuss with OPM how we can replicate their system for processing retirees who go on contract with another agency. There is a requirement to interface with the other agency as the contract salary must be offset. (Do we want to do this or do we want OPM?)

VII. Third Party Inquiries

- A. What are OPM's existing procedures?
- B. Would OPM specify the Agency as one of many alternative Agency's to contact for cases in which they have no record.
- C. Would OPM consider a CIA employee detailed to OPM to process these inquiries?

VIII. Tax Documentation

Can the CIA issue W-2P's under OPM legend for CSRS and FERS retirees?
The Agency will need an OPM EIN for CSRS and FERS retirees.

IX. Regulations

- A. Status of OPM's regulations.
- B. Who is our point of contact for coordination?
- C. To ensure smooth coordination, would OPM allow an Agency person to sit in with their personnel who are drafting regulations?